

U.S. EUROPEAN COMMAND



IMPORTANT NUMBERS, POCs and Links

Chief Reserve Personnel Integration Division

DSN: 430-4189 Commercial: 49 (0)711 680 4189

Fax DSN: 430-8950 Commercial Fax: 49 (0)711 680 8950

Army Reserve Program Manager

DSN: 430-6691 Commercial: 49 (0)711 680 6722

Fax DSN: 430-5950 Commercial Fax: 49 (0)711 680 5950

Air Force Reserve IMA Program Manager - Readiness Management Group (RMG/DET 21)

DSN: 430-8900 Commercial: 49 (0)711 680 8900

Fax DSN: 430-5950 Commercial Fax: 49 (0)711 680 5950

Naval Reserve Program Manager

DSN: 430-6501 Commercial: 49 (0)711 680 6501

Fax DSN: 430-5950 Commercial Fax: 49 (0)711 680 5950

Marine Corps Reserve Program Manager

DSN: 431-2225 Commercial 49 (0)703 115 2225

Fax DSN: 431-2932 Commercial Fax: 49 (0)703 115 2392

Preface

Reserve Component service members are valued members of the EUCOM team, enabling this forward-located combatant command to carry out its Strategy of Active Security in the European theater. Reservists come from around the world primarily to Stuttgart, Germany to support this mission by serving in the many EUCOM directorates (<http://www.eucom.mil/english/CommandStaff/main.asp>) that carry out the day-to-day operations of the command.

During any given month, Reserve Component Service members (Army Reserve, Army National Guard, Air Force Reserve, Air National Guard, Navy Reserve, and the Marine Corps Reserve) make up 25% of the EUCOM workforce. Many Reserve members who perform duty at EUCOM are assigned to other units or commands, but choose to do tours of duty at EUCOM.

The purpose of this guide is to provide information and to assist in some of the commonly asked questions about the Reserve Program, as well as outlining instructions for completing regularly used forms and providing points of contact for assistance.

In the event of conflict with an Army, Air Force, Navy or Marine Corps Regulation, the applicable service regulation will take precedence over this guide. Recommended changes to this guide should be forwarded to the appropriate [USEUCOM ECRA XO](#).

Table of Contents

Information for Reservists assigned to EUCOM and supporting Reserve Units	1
Finding and filling a billet.....	1
Drills, Annual Training, Active Duty Tours, and Mobilization	1
Duty Tours for organizations other than EUCOM	1
What to Bring.....	1
In-processing.....	2
Lodging	2
Meals.....	2
In and Around Transportation.....	2
Postal Facilities	3
Banking Facilities	3
Personnel and Finance Actions.....	3
Military Pay	3
Tour extensions and curtailments	3
Performance Reports.....	4
Promotions	4
Fitness Tests.....	4
Physical/Dental Exams	4
Awards and Decorations	4
UCMJ Actions	4
Medical Care.....	4
Family Member travel, Command Sponsorship, Dependent Authorization.....	5
Outprocessing	5
Checklist for Reservists assigned to EUCOM and supporting Reserve Units	6
Information for Reservists temporarily attached to EUCOM	7
Orders and Duty Tours.....	7
What to Bring.....	7
In-processing.....	7
Lodging	8
Meals.....	8
In and Around Transportation.....	8

Postal Facilities	9
Banking Facilities	9
Personnel and Finance Actions	9
Military Pay	9
Travel Pay	9
Tour modification (extensions, curtailments and cancellations)	9
Performance Reports.....	9
Promotions	10
Fitness Tests.....	10
Physical/Dental Exams	10
Awards and Decorations	10
UCMJ Actions	10
Medical Care	10
Family Member travel, Command Sponsorship, Dependent Authorization.....	11
Out-processing	11
Checklist for Reservists temporarily attached to EUCOM	12
Information for Sponsors and Sponsoring Offices	13
Identifying Reserve Requirements (working with RLOs and directorate leadership).....	13
Selecting Reservists for Support Missions	13
Sponsor Responsibilities	14
Checklist for Sponsors and Sponsoring Offices	15

Information for Reservists assigned to EUCOM and supporting Reserve Units

As a forward-located geographic combatant command, EUCOM relies heavily on Reserve augmentation to carry out its day-to-day mission. Individual Mobilization Augmentees are Reserve members assigned to fill an IMA billet identified on the USEUCOM Joint Table of Manning Distribution (JTMD). Reservists are recruited into IMA billets by prior-service recruiters, referrals, EUCOM website, and ECRA program managers. Assignments are filled by the Reserve Component personnel centers.

Finding and filling a billet

Refer to the EUCOM and service specific web pages (ie. AFP, AKO, Navy Reserve Europe) for billet openings and application procedures.

Drills, Annual Training, Active Duty Tours, and Mobilization

At a minimum, all IMA's are required to complete their annual training each fiscal year, (usually a 12-day period). Annual training is the primary method by which Reserve members complete their job proficiency and individual training.

Once you are asked by your office to perform a tour of duty, your sponsor, in concert with the EUCOM Reserve Affairs (ECRA) program manager and EUCOM Headquarters Commandant, will walk you through the steps to get your orders and facilitate transportation, housing, inprocessing and office integration. During this time the ECRA program manager will be a focal point with getting your orders cut for your duty tour.

Upon publication of your orders, you can make your travel arrangements to Stuttgart. Each service has a unique process for scheduling official travel. You should follow those instructions to book your official travel. Active duty and/or travel orders cover the cost of roundtrip travel from your home of record to Stuttgart and the installation where you'll be residing.

In most circumstances, your sponsor or a member of your office will pick you up from the airport or train station when you arrive in Stuttgart and help you inprocess.

Duty Tours for organizations other than EUCOM

As a Reservist assigned to EUCOM, you may be asked to perform duty for a command other than EUCOM. When viable, EUCOM can release you so you can be attached to another organization for active duty tours only. Annual training and IDT's must be performed with EUCOM.

You must receive written approval from your supervisor and your ECRA Program Manager before you can be on orders for another organization. All annual requirements must be completed or scheduled before approval is granted.

What to Bring

Your sponsor and ECRA program manager will be best able to tell you the specific items to bring based on the time of year you travel and the length of your tour. Items that are

necessary for all tours include: Common Access Card, orders, personal passport, state-issued driver's license, international driver's license (needed if you drive outside Germany), appropriate uniforms, including physical fitness uniforms (see Part III for service specific uniform requirements), and seasonal civilian attire. You may choose to bring personal computer equipment, and an international-capable cell phone. If your orders are greater than 180 days, you may be entitled to ship limited household items.

In-processing

Whether you're performing your annual training (IDTs) drills or longer active duty tours, when you arrive in Stuttgart, you will need to inprocess at the EUCOM Headquarters Commandant, EUCOM Reserve Affairs, and the USAG Stuttgart Central Processing Facility. You must have your orders and Common Access Card to inprocess at these locations. You will receive an inprocessing checklist with detailed instructions when you arrive.

Lodging

Your lodging arrangements are based on several factors according to the Joint Federal Travel Regulation, including type and length of orders, grade and availability of government quarters.

Reservists who reside within a 50-mile radius of USAG Stuttgart are not entitled to government-provided lodging specific to a duty tour.

Reservists who reside outside to the 50-mile radius will be lodged on one of the four installations that make up USAG Stuttgart. Refer to the US EUCOM Newcomers Web page at: (<http://www.eucom.mil/english/Newcomers/main.asp>). Your specific lodging may not be determined until just before your arrival. You should contact your sponsor or EUCOM Headquarters Commandant's office for specific details about lodging close to your departure date from home station. Since lodging is spread among the four installations, a shuttle bus is available for transportation between installations.

Meals

(More information on meal entitlements is forthcoming)

In and Around Transportation

There is a shuttle bus service that goes to from Patch barracks to Panzer Kaserne and Robinson Barracks. Reservists may be authorized rental vehicles if they must reside off-installation due to non-availability of government-provided housing.

Reservist residing on-installation may choose to rent vehicles at their own expense or purchase a used vehicle while residing long-term in Germany. If you choose this option, it is best to have a valid US driver's license and an international driver's license before coming to Germany. Only in rare cases may a reservist be authorized a rental vehicle.

Government vehicles or rental vehicles may be authorized for TDYs requiring travel outside of the USAG Stuttgart area. You must have a valid government driver's license

to drive government vehicles. If you don't have a government license, you may take the course and test while you're in Germany.

In order to refuel your POV at AAFES Facilities, you need to register your POV or rental car with the Provost Marshall and POV Registration in order to obtain a fuel ration card. If you do not get a fuel ration card, you can pay gas on the economy at host-nation rate.

Postal Facilities

You can request personal mail delivery through the American Post Office (APO) mailroom. Due to the high volume of mail and limited personal mailboxes, mail and packages for Reservists and augmentees is delivered to a general mailing address. You must inprocess with the mailroom to use this service, otherwise mail sent to you will be returned to the sender.

You will also have access to the United States Postal Service branches at USAG Stuttgart. These full service facilities are available for mailing letters and packages, selling stamps, and money orders.

Banking Facilities

There is a bank and a credit union with several branches in the USAG Stuttgart area and several Automatic Teller Machines on the four installations. Depending on the length of your duty tour, you may choose to open an account with one of the financial institutions. You can also cash personal checks at some Army and Air Force Exchange Service facilities. You may exchange American money for EURO as any of these locations.

Personnel and Finance Actions

Military Pay

Your military pay and allowances will be paid according to your Reserve Component guidelines. To avoid delays, discrepancies and problems with your Reserve pay, you should bring names and contact information for your pay office. Your ECRA service-specific program manager will be able to assist with pay issues.

Travel Pay

The issuing authority and type of travel orders you have will determine how you file your travel vouchers. If you are on travel orders issued by your Reserve Component, you will need to file your voucher according to component guidelines. EUCOM-funded travel orders will be cut through the Defense Travel System (DTS) or on at DD Form 1610; vouchers will be filed through DTS or through the Defense Finance and Accounting Service – Indianapolis.

Tour extensions and curtailments

Personal and professional circumstance can drive changes in the length of your duty tour. It is imperative that you immediately contact the EUCOM Headquarters Commandant and ECRA Program Manager if a change is proposed

to your original active duty tour order. There are budgetary, logistical and housing considerations surrounding changes in tour lengths.

Performance Reports

See service specific information in Part III of this handbook for guidelines on performance reports. It is imperative that you keep your EUCOM supervisor informed of his or her role in completing your performance report in a timely manner. If your rating official is at your home unit, you should provide their contact information to your EUCOM supervisor and EUCOM Headquarters Commandant when you arrive.

Promotions

(Information is forthcoming)

Fitness Tests

EUCOM requires Reserve members to maintain weight and physical fitness standards. Refer to service specific information in Part III of this handbook for specific requirements. During inprocessing, provide the date and results of the most current fitness test to EUCOM Headquarters Commandant. Fitness tests are offered regularly at EUCOM and you will be able to take your test while attached here, if necessary. Ensure you have appropriate PT uniform to take your fitness test.

Physical/Dental Exams

Your physical and dental exams should be current according to service-specific guidelines in Part II of this handbook. There is a clinic in the USAG Stuttgart area at Patch Barracks and is available for physical exams. Medical treatment facilities are also at Ramstein AB in Kaiserslautern, Germany, Heidelberg Medical Clinic on Nachrichten Kaserne in Heidelberg, Germany, and at Landstuhl Regional Medical Center in Landstuhl, Germany.

Awards and Decorations

Service-specific and Defense-level decorations are awarded for superior performance for long-term active duty tours. You should keep track of your accomplishments while on active duty and provide input to your EUCOM supervisor should he or she choose to nominate you for an award.

UCMJ Actions

(Information forthcoming)

Medical Care

There is a clinic in the USAG Stuttgart area at Patch Barracks and several host-nation hospitals in the Stuttgart area. Medical treatment facilities are also at Ramstein AB in Kaiserslautern, Heidelberg Health Clinic on Nachrichten Kaserne in Heidelberg, and at Landstuhl Regional Medical Center in Landstuhl.

During inprocessing, you should enroll in TRICARE Europe to be eligible for medical care by host-nation providers if necessary. Ensure your personal and family information is up-to-date in DEERS to properly enroll in TRICARE.

Family Member travel, Command Sponsorship, Dependent Authorization
(Information forthcoming)

Outprocessing

You will begin outprocessing 30 days prior to completion of your active duty tour. EUCOM Headquarters Commandant will send you an outprocessing checklist with detailed actions to follow. It is imperative that you properly outprocess housing, the APO and return all personal and professional gear issued to you during your tour.

Checklist for Reservists assigned to EUCOM and supporting Reserve Units

- ❑ Ensure you have orders assigning you to a EUCOM billet on the JTMD or a billet in one Reserve Units supporting EUCOM.
- ❑ Provide information to EUCOM Headquarters Commandant, ECRA Program Manager and your supervisor that will enable them to track suspenses for your physical/dental exam, weapons qualification training, physical fitness test, performance report, and security clearance.
- ❑ Work with your office, supervisor and ECRA to complete all paperwork and necessary actions to cut orders for all duty tours, including IDTs.
- ❑ When traveling outside of the 50-mile radius of USAG Stuttgart, complete Family Care Plan (if necessary), Wills, Powers of Attorney and legal documents prior to arrival. (If you cannot complete before departing your home or home station, complete these actions upon arrival at EUCOM).
- ❑ Ensure you have all necessary uniforms for duty tour or make arrangements with sponsoring unit to purchase or procure items upon arrival
- ❑ During duty tour, complete all required EUCOM and service-specific ancillary training
- ❑ Attend ECRA town hall meetings and training sessions for Reserve members
- ❑ Notify ECRA and Headquarters Commandant of any modifications to duty tour lengths (extensions, amendments, cancellations or curtailments)
- ❑ If your duty tour is extended (or upon receipt of new concurrent orders), ensure lodging facility (billeting or housing) is notified immediately
- ❑ Start out-processing 30 days prior to end of duty tour and return to home or record or home station. Follow instructions on checklist provided by Headquarters Commandant
- ❑ Complete all end-of-tour actions with your office to include after action reports, end-of-tour awards, performance reports

Information for Reservists temporarily attached to EUCOM

Many Reservists who support EUCOM operations are assigned to other units, but are attached to EUCOM for short or long-term active duty tours. Tours can be as short as one week or in excess of a year. No matter the tour length, it is imperative for all RC members performing duty at EUCOM to fully understand the requirements of duty here. This requires an in-depth understanding of your orders. Since types of orders vary greatly from person to person, housing, benefits and entitlements will also vary.

Orders and Duty Tours

Once you are selected by a EUCOM directorate for duty, the office you will work for should immediately assign you a sponsor to facilitate your transition to EUCOM. That person, in concert with the EUCOM Reserve Affairs (ECRA) program manager for your service and the EUCOM Headquarters Commandant, will walk you through the steps to get your orders and facilitate transportation, housing, in-processing and office integration. During this time, the ECRA program manager will be a focal point for getting your orders cut for your duty tour.

Upon publication of your orders, you can make your travel arrangements to Stuttgart. Each service has a unique process for scheduling official travel. You should follow those instructions to book your official travel. Active duty and/or travel orders cover the cost of roundtrip travel from your home of record to Stuttgart and the installation where you'll be residing.

What to Bring

Your sponsor and ECRA program manager will be best able to tell you specific items to bring based on the time of year you travel and the length of your tour. Items that are necessary for all tours include: Common Access Card, orders, personal passport, state-issued driver's license, international driver's license (needed if you drive outside Germany), appropriate uniforms, including physical fitness uniforms (see Part III for service specific uniform requirements), and seasonal civilian attire. You may choose to bring personal computer equipment, and an international-capable cell phone. If your orders are greater than 180 days, you may be entitled to ship limited household items.

In-processing

In most circumstances, your sponsor or a member of your office will pick you up from the airport or train station and help you in-process when you arrive in Stuttgart. When you arrive at Stuttgart, you will need to in-process with the EUCOM Headquarters Commandant where you will receive an in-processing checklist with detailed instructions, EUCOM Reserve Affairs, and the USAG Stuttgart Central Processing Facility. You must have your orders and Common Access Card to in-process at these locations.

As an attached Reservist working at EUCOM, you will need to provide information about your unit of assignment, pay and finance office, rating official, and emergency contacts. You will also need to provide dates of security clearance, last performance report, last

physical and dental exam, last physical fitness test, and completion of service-specific ancillary training. This information will help EUCOM track and schedule personnel actions while you're attached to the command.

Lodging

Your lodging arrangements are based on several factors according to the Joint Federal Travel Regulation, including type and length of orders, your grade and availability of government quarters.

Reservists who reside within a 50-mile radius of USAG Stuttgart are not entitled to government-provided lodging specific to a duty tour.

Reservists who reside outside to the 50-mile radius will be lodged on one of the four installations that make up USAG Stuttgart. . Refer to the US EUCOM Newcomers Web page at <http://www.eucom.mil/english/Newcomers/main.asp> . Your specific lodging may not be determined until just before your arrival. You should contact your sponsor or EUCOM Headquarters Commandant's office for specific details about lodging as your departure date from home station approaches. Since lodging is spread among the four installations, a free shuttle bus is available for transportation between installations.

Meals

(More information on meal entitlements is forthcoming)

In and Around Transportation

There is a shuttle bus service that goes to from Patch barracks to Panzer Kaserne and Robinson Barracks. Reservists may be authorized rental vehicles if they must reside off-installation due to non-availability of government-provided housing

Reservist residing on-installation may choose to rent vehicles at their own expense or purchase a used vehicle while residing long-term in Germany. If you choose this option, it is best to have a valid US driver's license and an international driver's license before coming to Germany. Only in rare cases may a reservist be authorized a rental vehicle.

Government vehicles or rental vehicles may be authorized for TDYs requiring travel outside of the USAG Stuttgart area. You must have a valid government driver's license to drive government vehicles. If you don't have a government license, you may take the course and test while you're in Germany.

In order to refuel your POV at AAFES Facilities, you need to register your POV or rental car with the Provost Marshall and POV Registration in order to obtain a fuel ration card.

Postal Facilities

You can request personal mail delivery through the American Post Office (APO) mailroom. Due to the high volume of mail and limited personal mailboxes, mail and packages for Reservists and augmentees is delivered to a general mailing address. You must in-process with the mailroom to use this service; otherwise mail forwarded to you will be returned to the sender.

You will also have access to the United States Postal Service branches at USAG Stuttgart. These full service facilities are available for mailing letters and packages, selling stamps, and money orders.

Banking Facilities

There is a bank and a credit union with several branches in the USAG Stuttgart area and several Automatic Teller Machines on the four installations. Depending on the length of your duty tour, you may choose to open an account with one of the financial institutions. You can also cash personal checks at some Army and Air Force Exchange Service facilities. EURO currency is required for all off-installation purchases.

Personnel and Finance Actions**Military Pay**

Your military pay and allowances will be paid according to your Reserve Component guidelines. To avoid delays, discrepancies and problems with your Reserve pay, you should bring names and contact information for your pay office. Your ECRA service-specific program manager will be able to assist with pay issues.

Travel Pay

The issuing authority and type of travel orders you have will determine how you file your travel vouchers. If you are on travel orders issued by your Reserve Component, you will need to file your voucher according to component guidelines. EUCOM-funded travel orders will be cut through the Defense Travel System (DTS) or on at DD Form 1610; vouchers will be filed through DTS or through the Defense Finance and Accounting Service – Indianapolis.

Tour modification (extensions, curtailments and cancellations)

Personal and professional circumstance can drive changes in the length of your duty tour. It is imperative that you immediately contact the EUCOM Headquarters Commandant and ECRA Program Manager if a change is proposed to your original active duty tour order. There are budgetary, logistical and housing considerations surrounding changes in tour lengths.

Performance Reports

See service specific information in Part III of this handbook for guidelines on performance reports. It is imperative that you keep your EUCOM supervisor informed of his or her role in completing your performance report in a timely manner. If your rating official is at your home unit, you should provide their

contact information to your EUCOM supervisor and EUCOM Headquarters Commandant when you arrive.

Promotions

(Information is forthcoming)

Fitness Tests

EUCOM required active duty and reserve Service members to maintain weight and physical fitness standards. Refer to service specific information in Part III of this handbook for specific requirements. During in-processing, provide the date and results of the most current fitness test to EUCOM Headquarters Commandant. Fitness tests are offered regularly at EUCOM and you will be able to take your test while attached here, if necessary. Ensure you have appropriate PT uniform to take your fitness test.

Physical/Dental Exams

(Confirmed information necessary)

Your physical and dental exams should be current according to service-specific guidelines in Part II of this handbook. There is a clinic in the USAG Stuttgart area at Patch Barracks and is available for physical exams. Medical treatment facilities are also at Ramstein AB in Kaiserslautern, Heidelberg Health Clinic on Nachrichten Kaserne in Heidelberg, and at Landstuhl Regional Medical Center in Landstuhl.

Awards and Decorations

Service-specific and Defense-level decorations are awarded for superior performance for long-term active duty tours. You should keep track of your accomplishments while on active duty and provide input to your EUCOM supervisor should he or she choose to nominate you for an award.

UCMJ Actions

(Information forthcoming)

Medical Care

There is a clinic in the USAG Stuttgart area at Patch Barracks and several host-nation hospitals in the Stuttgart area. Medical treatment facilities are also at Ramstein AB in Kaiserslautern, Heidelberg Health Clinic on Nachrichten Kaserne in Heidelberg, and at Landstuhl Regional Medical Center in Landstuhl.

During in-processing, you should enroll in TRICARE Europe to be eligible for medical care by host-nation providers if necessary. Ensure your personal and family information is up-to-date in DEERS to properly enroll in TRICARE.

Family Member travel, Command Sponsorship, Dependent Authorization
(Information forthcoming)

Out-processing

You will begin out-processing actions 30 days prior to completion of your active duty tour. EUCOM Headquarters Commandant will send you an out-processing checklist with detailed actions to follow. It is imperative that you properly out-process housing, the APO and return all personal and professional gear issued to you during your tour.

Checklist for Reservists temporarily attached to EUCOM

- ❑ Ensure approval from unit of assignment to perform duty in support of EUCOM
- ❑ Work with sponsoring office and ECRA to complete all paperwork and necessary actions to cut orders for duty tour.
- ❑ Ensure security clearance is current and physical/dental exams, physical fitness, weight-management, service-specific ancillary training requirements are met prior to start of the duty tour.
- ❑ Complete Family Care Plans, Wills, Powers of Attorney and legal documents prior to arrival. (If you cannot complete before departing your home or home station, complete these actions upon arrival at EUCOM).
- ❑ Be prepared to provide the following information to Headquarters Commandant, ECRA, sponsoring office and supervisor of attachment:
 - Emergency Contact name, address, phone number and e-mail
 - Location of personnel and medical records
 - Rater's name, e-mail and phone number
 - Copy of most recent performance report
 - Closeout date of upcoming performance report
 - Common Access Card
 - Active Duty and travel orders
- ❑ Ensure you have all necessary uniforms for duty tour or make arrangements with sponsoring unit to purchase or procure items upon arrival.
- ❑ During duty tour, complete all required EUCOM and service-specific ancillary training.
- ❑ Attend ECRA town hall meetings and training sessions for Reserve members.
- ❑ Notify ECRA and Headquarters Commandant of any changes to duty tour lengths (extensions or curtailments). If your duty tour is extended (or a new tour order is cut immediately following current tour), ensure lodging facility (billeting or housing) is notified immediately.
- ❑ Start out-processing 30 days prior to end of duty tour and return to home of record or home station. Follow instructions on checklist provided by Headquarters Commandant.
- ❑ Complete all end-of-tour actions with your office to include after action reports, end-of-tour awards, and performance reports.

Information for Sponsors and Sponsoring Offices

Reserve augmentees play a vital role in mission success and are an integral member of the staff. As such, they should be treated and supported the same as permanent party staff.

Sponsors and sponsoring offices play a key role in successfully integrating Reserve members into EUCOM operations. Sponsoring offices that tend to rely most heavily on Reserve augmentation are usually at the division or branch level within EUCOM directorates. It is imperative that these offices understand their role in the Reserve integration process, which starts with identifying requirements well in advance of the needed support, to one-on-one interaction with the Reserve service members as they support the operation.

(NOTE: Understanding the Reserve Components and the different methods to “hire” Reservists can be very complex, especially in a joint environment. There are several different types of orders for Reservists which can vary by length, funding processes, and issuing authorities. It is important to work closely with your directorate Reserve Liaison Officer and the ECRA Program Managers for each service as you identify requirements).

Identifying Reserve Requirements (working with RLOs and directorate leadership)

Offices that employ Reservists must be able to project and identify requirements for support prior to the start of each fiscal year. Division directors and branch chiefs need to weigh annual mission requirements against full-time active duty military, civilian and contractor manning strength. Reserve augmentation should be used to meet short-term mission objectives or projects. However, as more Reservists gain specialized and corporate knowledge, they become valuable assets creating the desire for Reserve members to support EUCOM on a more long-term basis.

Identifying requirements accurately involves identifying the number of Reserve augmentees needed during the course of a fiscal year and identifying the number of days each augmentee is needed during the fiscal year. Capturing this information is critical for requesting man-days and submitting budgets requirements to the Comptroller’s office.

The EUCOM Joint Reserve Requirements Board facilitates and oversees the process to identify and manage Reserve needs. The board meets quarterly and has representatives from each directorate present at the meetings. Requirements from each directorate are submitted to the JRRB for discussion and prioritization. As such, it is imperative that offices seeking Reserve support thoroughly and adequately identify and justify their requirements.

Selecting Reservists for Support Missions

Once your office, through the directorate, receives its allocation of man-days and TDY funding, you may initiate the process to select appropriate RC members. You may make by-name requests, or work with ECRA Program Managers to find the appropriate individual to meet your needs.

Sponsor Responsibilities

(NOTE: Refer to USAG Stuttgart Army Community Service Relocation Readiness Program Sponsor's Guidebook for detailed information. The Sponsor's Guidebook is primarily for permanent party making PCS moves to Stuttgart. For specific information about Reserve member housing and transportation, contact EUCOM Headquarters Commandant).

Directors/Special Staffs shall assign a capable Sponsor for each newly reporting RC member. It is extremely important that new RC members be provided with all necessary information needed for rapid integration into the USEUCOM staff. Frequently, RC members are not well indoctrinated to the command, and as a result, their knowledge and productivity lag behind their AC counterparts. Unfortunately, erroneous or incorrect information is passed to Reservists based on previous experience or previous knowledge. Due to frequent housing, transportation and per diem policy changes at EUCOM and USAG Stuttgart, it is essential the sponsors work with ECRA and Headquarters Commandant and the EUCOM Security Office (SSO) to ensure information is current and accurate.

Sponsors should assist Reserve members with actions necessary to apply for tours of duty. Reserve members will be familiar with service-specific systems; however, they will need assistance maneuvering through the nuances of duty at EUCOM. ECRA program managers will be heavily involved with the orders process.

Once orders are issued for the Reserve members, sponsors should contact EUCOM Headquarters Commandant to arrange lodging for the incoming reservists. Reservists can be lodged on any of the four installations comprising USAG Stuttgart or can reside off-installation if a non-availability statement is issued. Costs for lodging vary based on types of orders and issuing authorities. If the directorate is paying for travel, lodging and per diem expenses, it will need to make budgetary allowances for the possibility of Reservists being lodged off-installation.

Prior to the Reservists arrival in Stuttgart, sponsors should schedule computer training and other training classes necessary to help them integrate into the work environment. Sponsors should also make arrangement for the Reservist personal mailbox at an installation mailroom.

Sponsors should pick up the Reservist from the airport or train station upon arrival at Stuttgart and take them to the installation to help them in-process. Sponsors should take Reservists to EUCOM Headquarters Commandant, ECRA, the USAG Stuttgart Central Processing Facility at Panzer Kaserne, and to the USAG Stuttgart Housing Office, if necessary.

Checklist for Sponsors and Sponsoring Offices

- Contact your assigned or attached Reserve member at the earliest opportunity. Phone contact is preferred, but use e-mail if unable to make phone contact. If unable to contact your RC member, inform your RLO and ECRA to work on a resolution.
- Ensure the new Reserve member has access to the Reserve Handbook and has reviewed the USEUCOM web page.
- Provide sponsor and supervisor contact information to the Reserve member. Once received, provide the individual's supervisor with Reserve members contact information.
- Work with ECRA, ECCM (if necessary), HQ CMT, SSO and USAG Stuttgart for orders, transportation, housing, security badges and access, and for scheduling training classes.
- Ensure RC member has appropriate security clearance data available at ECJ2-SSO. Arrange security badge in-processing for RC member. Escort RC member through secure areas until security badge in-processing is completed
- Provide advice and assistance on travel to USEUCOM (ie, airports, trains, etc). Get a copy of RC member's itinerary. If the RC member flies into Stuttgart, meet at the airport. If the member flies into airport other than Stuttgart, ensure member has travel arrangements to Stuttgart.
- Ensure member has specific advice on serving at USEUCOM and knows what items to bring to Stuttgart.
- Arrange any required computer orientation class for RC member as early as practical. When appropriate, schedule RC members to attend Headquarters Orientation Course, Staff Action Officer Course, and other training to ensure their success in a joint environment.
- Introduce RC member to their supervisor. Set up meeting with Director, if requested by Director.